

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
Minutes of September 10, 2007**

- I. **ROLL CALL:** Chair Melvin Adams, Selectmen Kenneth Johnson, Roger LeClair, Charles Morse, and Greg Sanders. Also present were Manager Nanci Allard, Clerk Samantha Baraw, Police Chief Jeffrey Shaw, Ambulance Supervisor James Baraw, Warren Hagy, Kathleen Lott (*Northfield News and Transcript*), Kim Morrow (E.F. Wall), and Steve Hatch (Lister).

Chair Adams called the meeting to order at 7:00 p.m.

II. **APPROVAL OF MINUTES**

- a. **August 27, 2007 (Regular Meeting):** Motion by Selectman Morse, seconded by Selectman LeClair, to approve the minutes. Several editorial changes were made. Selectman Morse wanted to add Jonah Baraw to the roll call. **Motion to approve the minutes as amended passed 4-0-1, with Selectman Sanders abstaining.**

III. **APPROVAL OF BILLS**

- a. **Warrant #06-08.** Motion by Selectman Morse, seconded by Selectman LeClair, to approve Warrant #06-08 in the amount of \$115,526.58. There was a discussion about the purchase of the 1997 truck. There was a question of whether the money was pooled. There was also a question of when an item is voted on by the voters at meeting, can it be pooled to another fund without voter approval. The Board understands that funds from a CIP account established for a specific purpose can only be used for that purpose unless changed at a subsequent Town Meeting, but that funds generally designated by the annual town budget to the CIP may be used for any CIP item. Manager Allard will check. **Motion passed 5-0-0.**

IV. **PUBLIC PARTICIPATION**

- a. **Kim Morrow, E.F. Wall: Proposed Police Station.** The Selectboard recognized that the current police facilities are inadequate. They went out for bid and awarded the bid to E.F. Wall. Mr. Morrow is here from E.F. Wall to present their proposal. There was a question over the storage area (housed in basement) and how large it would be. It would not be the entire area of the building but only part of it. There was a question if there could be a second floor added at a later time. At this time, that was not the plan but it could be added. Chief Jeffrey Shaw stated that this current plan meets the needs of the Police Department at this time and will meet their needs for the future. The Board returned the plans to the Inter-Local Agreement Committee for further work with E.F. Wall for final design and cost estimates that can be used in public meetings.

V. **MANAGER'S REPORT**

- a. **Board of Listers Vacancies:** At the last meeting, the Board received notification of two (2) resignations, thereby leaving vacancies for those positions. The vacancies have been advertised and letters of interest are due by Thursday, September 20, 2007. There also is a proposal for a contract to hire someone to provide Proval data entry. This contract will need to be discussed in executive session.
- b. **Status Reports: Various Projects**
1. **Mapping RFP Update.** The RFP has been updated and Zoning Administrator Michele Braun will submit to it to five (5) potential bidders. This was provided to Lister Steve Hatch to review. Mr. Hatch requested to see the list of who this is going out to. The goal is to have this RFP go out tomorrow. Motion by Selectman Morse, seconded by Selectman LeClair, that the purchasing policy for the purpose of bonding be waived for the purpose of mapping. Selectman Sanders is concerned about this. Selectman Morse stated that in lieu of a bond, the Manager can come up with a payment schedule to pay on scheduled basis once completion is demonstrated for defined tasks. This could open up to other vendors – we can pay some upfront money then pay the balance once specific items are delivered. **Motion passed 5-0-0.** Selectmen did not receive Attachments A-D for the RFP and requested they be provided by the Manager for their review prior to their approving the RFP for release.

2. **Miscellaneous.** The Labor Day Festivities went well. The Municipal Pool is now closed. There's a report from Pool Director Jessica Simpson in the packets. There was a delinquent tax sale (08/30/07) that also went well. We are now getting ready for the Town Budget process

VI. SELECTBOARD

- a. **Northfield Ambulance Daytime Coverage.** Ambulance Supervisor James Baraw has requested a look at daytime coverage as now it is sketchy. The current proposal is to put a stipend into effect to cover a ten (10) hour shift. The proposal is to cut it into two (2) shifts and pay \$50 per shift. This would use the currently budgeted monies. Part of the problem is that, with the exception of one (1) paid employee, the rest of the coverage is by volunteers. This now is a hit or miss situation. This stipend would require the person to be available during that time. At this time, it does not require the person to be at the station but there is a departmental policy that requires a person to be within five (5) minutes response time or be at the station during the call shift. This is the current proposal to gather data to show whether this would meet our needs or not. Selectman Johnson clarified that this is in no way a reflection on what the Ambulance Service does. Supervisor Baraw stated that eleven (11) years ago when he started, they had about three hundred (300) calls a year, last year we closed out with over eight hundred (800) calls a year. The volunteers are in agreement that this would help the daytime problems. This would leave evenings and weekends open for volunteers. There is no vote required from the Selectboard as the money is already in the budget and the Manager can go forward on this item. The Board asked that Supervisor Baraw return with updates.
- b. **Northfield Ambulance Billing Rates Adjustment.** Supervisor Baraw provided some suggested changes in the billing rates; our current rates have not been raised in two (2) years. The suggested rates are from Vermont Ambulance Association. Motion by Selectman Johnson, seconded by Selectman Sanders, to adopt the listed 2008 rates as soon as possible. A copy of the new rates is attached. **Motion passed 5-0-0.** Supervisor Baraw will inform the Board of the effective date for new rates
- c. **Municipal Plan update.** Motion by Selectman Morse, seconded by Selectman Sanders, to approve the resolution as read to submit the application for a planning grant to support update of the comprehensive town plan. **Motion passed 5-0-0.**
- d. **Tri-Board Meeting: September 17, 2007.** This meeting would include the Town Selectmen, Village Trustees, and Planning Commissioners and will be at 6:00 p.m. in the Municipal Building. The only agenda item is the update to the Municipal Plan.
- e. **Norwich Commons Drainage.** In response to the request at the last meeting, Selectmen LeClair and Johnson reviewed the situation. There was a drainage ditch work done before by Mr. Krause which saved his and two other properties. The recommendation from the Highway Subcommittee was to go ahead and pay 20% of this cost, which is approximately \$1020. This would pay for the area in the Town's right-of-way. Motion by Selectman Morse, seconded by Selectman Sanders, to authorize the payment of \$1020 to Mr. Krause to pay for the work done in the Town's right-of-way and release the Town from further expense on this matter. **Motion passed 5-0-0.**
- f. **Class 4 Roads and Trails Policy:** There is a class 4 roads policy and the question was if the Board would ratify requests for work on class 4 roads as noted in the policy or whether it would delegate responsibility for non-permanent improvements for logging, etc. to the Manager. In the example of Brad Denny, he modified the existing road upon approval of a plan submitted to the Board. Norwich University did the same as they modified an existing road and made it better after coordinating with the Public Works Director. The current policy says that they should come before the Board. Selectman Morse stated that this policy needs to be adjusted – by this policy, a person cannot even plow a road without permission. He provided some examples. Selectman Sanders stated that this was a smaller job and an emergency situation; the road modified by Norwich University was not an emergency situation and was three-quarters (¾) of a mile of road. The Board appears to want to retain authority for review of improvements but deferred continued review of the policy in order that Selectman Morse will make a recommendation at the next meeting on approval and other aspects of the policy.

g. Status Reports: Various Projects

1. The Safe Routes 2 School application was reviewed and submitted.
2. Local Emergency Management Training for local officials is coming up. Chair Adams will review the information and provide copies of program materials and dates for members.

VII. PUBLIC PARTICIPATION: Non-agenda items

- a. Warren Hagy: Proposed Data Entry Contract.** Regarding the upcoming executive session, Mr. Hagy cautioned the Board to remember there was a citizen interaction piece necessary with the Lister's office that will come up again on this, such as what data is going in, what's going out, etc.

VIII. EXECUTIVE SESSION. Motion by Selectman Morse, seconded by Selectman Johnson, to go into executive session in order to discuss the possibility of a contract and include Lister Steve Hatch in the discussion. **Motion passed 5-0-0.**

The Board went into executive session at 8:57 p.m.

Motion by Selectman Morse, seconded by Selectman Johnson, to come out of executive session. **Motion passed 5-0-0.**

The Board came out of executive session at 9:47 p.m.

Motion by Selectman Morse, seconded by Selectman Johnson, authorizing the Lister (Mr. Hatch) to negotiate a contract with Charlene Lathrop for the purpose of managing the property valuation and assessment data program and to teach new Listers the program. The term of the contract and the office hours will be determined by Mr. Hatch for as much of the remainder of the fiscal year as is necessary and in consideration of the budget available for the balance of the year. **Motion passed 5-0-0.**

IX. ADJOURNMENT: Motion by Selectman Johnson, seconded by Selectman LeClair, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 9:50 p.m.

Respectfully submitted,

Samantha H. Baraw

Samantha H. Baraw, Clerk

These minutes are subject to approval at the next regular meeting.